

**Housing Authority of the City of Ocean City**

**Regular Board of Commissioner Meeting Minutes**

**July 20, 2021 – 3:13 p.m.**

The regular meeting of the Housing Authority of the City of Ocean City was held July 20, 2021, at 3:13 p.m. via tele-conference from the Management Offices of the OCHA located at 191 W. Chestnut Avenue, Vineland, NJ 08360.

The meeting was called to order by Chairman Barr. Chairman Barr requested everyone to rise for the Pledge of Allegiance.

Chairman Barr read the Sunshine Law.

Upon roll call those present were:

Commissioner Robert Halliday  
Commissioner Patrick Mumman  
Commissioner Beverly McCall  
Commissioner Robert Henry  
Commissioner Patricia Jackson  
Commissioner Brian Broadley *(excused at 4 p.m.)*  
Chairman Robert Barr

Also present were Jacqueline Jones, Executive Director, Wendy Hughes, Assistant Executive Director, Ron Miller, Assistant Asset Manager – Operations, Charles W. Gabage, Esquire – Solicitor and Linda Cavallo – Accountant.

**Minutes**

Chairman Barr requested a motion to approve the Regular Meeting minutes from June 15, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

Commissioner Robert Halliday (Yes)  
Commissioner Patrick Mumman (Yes)  
Commissioner Beverly McCall (Yes)  
Commissioner Robert Henry (Yes)  
Commissioner Patricia Jackson (Abstain)  
Commissioner Brian Broadley (Yes)  
Chairman Robert Barr (Yes)

Chairman Barr requested a motion to approve the Executive Session minutes from June 15, 2021. A motion was made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

Commissioner Robert Halliday (Yes)  
Commissioner Patrick Mumman (Yes)  
Commissioner Beverly McCall (Yes)  
Commissioner Robert Henry (Yes)  
Commissioner Patricia Jackson (Abstain)  
Commissioner Brian Broadley (Yes)  
Chairman Robert Barr (Yes)

**Treasurer’s Report**

Ms. Cavallo reviewed the Financial Report for the nine months ended June 30, 2021. Commissioner Henry questioned the \$214,000 variance. Mrs. Jones stated most of this profit is coming from the HUD Operating Subsidy on the first page of the report. This is unanticipated funding.. Mrs. Jones commented on the asset repositioning fee. This is because of the disposition of Peck’s Senior. HUD gives Housing Authorities a period of 3 years to assist with demolition. Mrs. Jones

stated there are renovations to be done at Bayview and the City is going to fund most of that. The OCHA also has some cash and some of this is budgeted for next year in the operating budget as well as a reserve.

Motion to approve the Treasurer's Report made by Commissioner McCall and seconded by Commissioner Broadley. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

### **Executive Director's Report**

Mrs. Jones mentioned Rick Ginnetti will update the Board on all of the Authority's projects. She stated the budget will be discussed at the end of her report. The budget resolution would follow.

There is a new application process for the waiting list. It is an online application process. This will be a much more efficient way to maintain the waiting list and much easier way for applicants to apply for housing as well. It will be implemented soon. The waiting list will be opening in September. There a few vacancies and the list has been purged and has gotten smaller. It is an online process but if there is a need for a paper application the Authority will accommodate those requests.

On the Cash Report the Board will notice the receivable amounts of the current residents and past residents. The current amount balance is about \$38,000 as of June 30, 2021. Mrs. Jones ran a report right before meeting to check the balance as of today and the balance is about \$22,000. Pecks Senior's balance is only \$380, Bayview's balance is \$13,000 and \$5,300 of that is from one individual who has not paid rent and the family development balance is \$9,000. The highest balance at the family development is \$1,600. Most of these are 30-day rents which means they have not paid July rent. Tenants were in the habit of paying late because the Authority was not charging late fees. All of these are curable especially when you think about the stimulus that is coming for children from now until the end of the year. This stimulus would not raise anyone's rent. The only area where the balance is over 90 days is the one individual at Bayview Manor. There may be 2-3 families on a payment plan.

Mrs. Jones discussed the Budget for next year. This budget is a little bit different because the Authority now has Speitel. The budget will be effective October 1<sup>st</sup> and run through September 30, 2022. Mrs. Jones explained the various columns. Bayview and Speitel are considered one project. Mrs. Jones stated the budget was a group effort consisting of Ron Miller, Wendy Hughes, Mike Dever and herself. Mike Dever is an analyst hired last year. Wendy was in charge of the income section; Ron was in charge of the maintenance section and Mike was in charge of the administrative section. Mrs. Jones discussed each line item of the budget.

Motion to approve the Executive Director's Report made by Commissioner McCall and seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Yes)
Chairman Robert Barr	(Yes)

**Old Business** – Commissioner Henry asked if there was going to be meeting regarding the CO status on Speitel. Mrs. Jones stated the consultant will update the Board

**New Business** – Chairman Barr would like to discuss the time of the Board Meetings. Chairman Barr suggested possibly 4:30 p.m. The Board agreed with a 4:30 p.m. board meeting time. Zoom meetings can be made available as long as there are 4 commissioners in person present at the meeting, zoom meetings are available or via conference call. Mrs. Jones stated these zoom meeting/conference call can be difficult due to hearing in large spaces and background noise. This is a state statute and was passed in a resolution several years ago. If anyone needs to take the meeting remotely, they need to check with Mrs. Jones to make sure there are 4 confirmed commissioners that will be in attendance at the meeting. Mr. Gabage stated Executive Sessions would be a minor problem because if someone is taking the meeting remotely, there is no way of controlling who else could be listening. He stated it could be overlooked because there should be trust with the serving Commissioner.

**Committee Reports** – Rick Ginnetti provided an update on Bayview. The electric is substantially complete. A close out packet will be provided stating electric is complete and CO from City that it meets requirements. In reference to the work being done the exterior windows and HVAC submittals are being done now so that the contractor can order the materials. The windows are about 15 weeks out from when order is placed. There is no date on the HVAC yet. The start schedule will not be available until date on windows is received. All of the interior renovations are being worked on by the architects and the Authority has provided comments. This should be placed out for bid the end of August or beginning of September with an award in October or November. With respect to Phase II there was a kick-off meeting held with the professionals that were awarded last month. The engineers are working on the specs for tearing down Pecks North. Bid to hopefully be out on the street in October/November. The City has a goal and the City is a big funder in this project. The engineers are looking to be able to fit 40 units on the Pecks North site. This is an ambitious goal. Phase II is a total of 60 units.

There have been a series of meetings in regard to Speitel regarding building, site, electrical and plumbing inspections as well as pass Energy Star and Cape Atlantic Soils. Of most importance is the elevator inspection. Everything has been inspected. Everything is in administrative mode. The final elevator inspection from the State is scheduled for Friday morning. The elevator works fine. Under State statute an elevator generator is not required, but the HMFA required it. Punch out list is being worked out. After residents move in there will be some additional punch out items. CO should be obtained Monday/Tuesday.

In regard to the Scattered Site project, there two minor subdivisions (Bay Avenue and Haven Avenue). The Bay Avenue lot has been approved, but the Haven Avenue lot has not been approved. The City wants to go back in on that lot at the September planning board meeting. The City wanted to face the houses toward 3<sup>rd</sup> on that lot to enable larger back yards. A bid package cannot be done for the scattered sites until this is approved. Hopefully by the end of September.

As soon as the elevator is a go at Speitel and the CO is obtained residents will begin to move in. Lynn Hoban is the relocation specialist and she is communication with the residents regarding the moves.

Commissioner Broadly excused – 4 p.m.

With no other discussion on related matters the Chairman moved to the Resolutions.

**Resolution #2021-36**  
**Resolution to Approve Monthly Expenses**

Chairman Barr called for a motion to approve the monthly expenses in the amount of \$915,794.40. A motion was made by Commissioner Mumman; seconded by Commissioner McCall. Mrs. Jones briefly discussed the bill list. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2021-37**  
**2021 Housing Authority Budget Resolution 10/1/2021-9/30/2022**

Chairman Barr called for a motion to approve Resolution #2021-37. A motion was made by Commissioner McCall; seconded by Commissioner Halliday. Mrs. Jones stated the budget will be forwarded to the State for approval and then the budget will return to the Board for adoption. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2021-38**  
**Resolution Awarding Exterminating Services Contract**

Chairman Barr called for a motion to approve Resolution #2021-38. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones stated extermination has been a project for past four years now due to bed bugs, but it has been maintained. Ron Miller stated the Authority solicited quotes for the extermination contract. It is recommended the Board award to Omega Pest Management. Brief discussion on extermination schedule as well as tenant compliance. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2021-39**

**Resolution Approving Change Order for Construction of Speitel Commons at Bayview Manor**

Chairman Barr called for a motion to approve Resolution #2021-39. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. Mrs. Jones stated this change order is a requirement from the City of Ocean City for a landscaping lawn sprinkler system that was not in the construction specifications. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2021-40**

**Executive Session**

Chairman Barr called for a motion to approve Resolution #2021-40. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

The Board is going into Executive Session to discuss contract with Winchester Roofing.

Regular Meeting closed for Executive Session at 4:10 p.m.

Regular Meeting re-opened at 4:56 p.m.

**Resolution #2021-41**

**Winchester Action**

Chairman Barr called for a motion to approve Resolution #2021-41. A motion was made by Commissioner McCall; seconded by Commissioner Jackson. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

**Resolution #2021-42**  
**Emergency Purchase of Lightning Replacement System**

Chairman Barr called for a motion to approve Resolution #2021-42. A motion was made by Commissioner McCall; seconded by Commissioner Mumman. The following vote was taken:

Commissioner Robert Halliday	(Yes)
Commissioner Patrick Mumman	(Yes)
Commissioner Beverly McCall	(Yes)
Commissioner Robert Henry	(Yes)
Commissioner Patricia Jackson	(Yes)
Commissioner Brian Broadley	(Absent)
Chairman Robert Barr	(Yes)

No public comments. No further comments from Board Members

With no further business to discuss, Chairman Barr entertained a motion for adjournment of the Regular Meeting. A motion was made by Commissioner Halliday; seconded by Commissioner McCall. The vote was carried unanimously by the Board Members present. The Regular Meeting of the Board of Commissioners was adjourned at 4:58 p.m.

Respectfully submitted,



Jacqueline S. Jones, Secretary/Treasurer